

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, February 12, 2025

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hasse and Hanke with Commissioner Petranek attending remotely
Executive Director Eron Berg
Deputy Director Eric Toews
Director of Finance and Administration Connie Anderson
Capital Projects Manager Dave Nakagawara
Harbormaster Kristian Ferrero
Lease and Contracts Administrator Sue Nelson
Operations Manager Chris Sparks
Port Recorder Joanna Sanders

I. CALL TO ORDER/PLEDGE OF (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (00:00:50)

There were no changes.

III. PUBLIC COMMENTS (Rec. 00:01:28)

There were none.

IV. CONSENT AGENDA (Rec. 00:03:00)

A. Approval of Business Meeting Minutes from January 22, 2025, Special Meeting Minutes of January 29/30, 2025

B. Approval & Ratification of Warrants

Warrant #069528 in the amount of \$9,006.80 is declared Void

Electronic Debit in the amount \$492.30

Warrant #069709 through #069735 in the amount of \$214,369.74

Warrant #069736 through #069757 in the amount of \$93,490.42

Warrant #069758 through #069759 and Warrant #069763 through #069765 in the amount of \$37,912.00 and Electronic Payment in the total amount of \$285,596.68

Warrant #069760 through #069762 in the amount of \$32,680.81

Warrant #069766 through #069802 in the amount of \$68,321.71

C. Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Unanimous approval of the consent agenda with the removal to Regular Business of Item D. Resolution 832-25.

V. REGULAR BUSINESS (Rec. 00:03:35)

A. 2024 Annual IDD Levy Financial Report (Rec. 00:03:35)

Director of Finance and Administration Connie Anderson gave the staff report of IDD projects, receipts, and the IDD tax levy. She requested a transfer from IDD to the general fund to cover expenses paid as shown as an attachment in the materials and then fielded several Commission questions about the budget detail.

Unanimous approval of a Motion to approve an IDD Tax Levy Reimbursement Request of \$2,359,979 for Port-wide project work completed.

B. December 2024 Year-to-Date Financial Report (Rec. 00:17:22)

Director of Finance and Administration Connie Anderson gave the overview of Consolidated Financial Report, Informational Memo and Financial Report, Capital Project Expense Report, and Detailed Financial Report.

Staff responded to Commission questions to understand, track and present revenues in the workyard, shipyard operations, and lease revenues. Staff recognized that the financial reporting may be a Retreat discussion topic.

C. Harbormaster Report (Rec. 00:54:28)

Harbormaster Kristian Ferrero reviewed 2024 reporting for the 75/300 ton lift, Boat Haven Transient and Long-Term Tenancy Occupancy, and Point Hudson Parking, transient R/V and Vessel counts by year.

D. Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (Rec. 01:22:34)

Capital Projects Manager Dave Nakagawara responded to a question with clarification of the Port dollars required to pursue the grant. This is the same resolution as approved last year. The Port and partners would need to raise \$6.25 million. There was Commission interest in receiving regular updates at a workshop about the ongoing work done by the consultant KPFF on this grant.

Unanimous approval of a Motion to approve Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act).

VI. STAFF COMMENTS (Rec. 01:47:25)

Deputy Director Eric Toews led the group in a Happy Birthday song to Commissioner Hasse.

Harbormaster Kristian Ferrero reported Brian Eversole and Sailor McIntyre have tendered their resignations. Advertisements are out for CSR I and II positions.

Lease and Contracts Administrator Sue Nelson reported working on airport hangar lease questions. She is still looking for a tenant for the U.S. Customs space. Admiral Ship Supply is now able to expand into the adjacent storage areas. Two of the four storage units in the new Conex box are available to rent.

VII. COMMISSIONER COMMENTS (Rec. 01:51:48)

Commissioner Petranek reported receiving positive comments on the current Port Report focused on the Industrial Development District levy. She, Eron, and Hasse had a good visit to Olympia visiting with Federal and State Representatives. WPPA environment and natural resources funding may be available for removing tire reefs such as at the Short farm. Scott Wilson gave an excellent presentation on the Port History book at Peninsula College.

Commissioners Hasse concurred on the successful trip to the WPPA Port Days in Olympia and Scott Wilson's excellent presentation. She is participating on a working group for the City's Shoreline Master Plan as part of the Climate Action Committee. With a focus on climate hazards, a joint project ideas is to mitigate drought conditions with a rainwater collection system. Project funding for the Marine Resource Committee is in jeopardy. Washington Maritime Historic Trust is having an October annual conference in Gig Harbor to engage with the public. The Thunderbird fleet would be good to encourage to be present since they were created there.

VIII. NEXT MEETINGS (Rec. 01:59:00)

Intergovernmental Collaborative Group on Thursday, February 20, 2025 at 5:00 p.m.
Regular Business Meeting on Wednesday, February 26, 2025 at 5:30 p.m.

VIV. EXECUTIVE SESSION: (Rec. 02:00:05)


At 3:10 p.m., the Commission recessed into Executive Session for 10 minutes for the purpose of consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price (RCW 42.30.110(1)(b)). No action would follow.

At 3:21 p.m., the Commission came back into open session.

ADJOURNMENT (Rec. 02:01:27)

At 3:22 p.m., the meeting adjourned there being no further business before the Commission.


ATTEST:



Peter W. Hanke, Secretary



Carol L. Hasse, President



Pamela A. Petranek, Vice President